

MANAGEMENT STAFF RECOMMENDATIONS

1. The Intellofax system be implemented and expanded to serve CIA reference needs.
2. Intellofax files be located, maintained and serviced within OCD.
3. Abstracts of documents be prepared by all ORE-OSI specialists for incorporation into intellofax files.
4. The ORE-OSI Division having primary interest in a document be assigned the additional tasks of:
  - a. Selecting those documents to be indexed.
  - b. Supplying code numbers for a large group of documents which will be indexed, but not abstracted.
  - c. Reviewing codes assigned to documents abstracted and indexed.
5. The classification scheme be tailored, where possible, to fit the specific needs of all intelligence researchers and subsequently be exclusively used throughout CIA for the organization of reference materials. Where the general scheme cannot be used, sub-classification schemes, integrated into the general scheme, be developed jointly by ORE-OSI and OCD.
6. The Intellofax system be applied to biographic and industrial data within the framework of a sub-classification scheme set forth in para. 5 above.
7. Only one intellofax file, composed of index and abstract cards, be maintained for general reference use.
8. Separate technical intellofax files be maintained for specific indexing of biographic, industrial, medical and possibly other specialized scientific data.

9. OCD provide direct service to all IAC and CIA users of the general reference intellofax file. Requests for specialized information from technical files be made through appropriate production office specialists.

10. As the intellofax file changes to reflect the needs of the ORE-OSI specialists, manual reference files maintained by these specialists be eliminated.

11. The staffs of the production offices be augmented, as need indicates, to perform the additional duties indicated in the above recommendations.

12. Typing of the multilith mats be accomplished in the production offices, with OCD providing direction for reproduction, punching, and tabulating of the tab-cards.

13. The procedural changes inherent in these recommendations be accomplished gradually during the calendar year 1950 to minimize disruption to the intelligence effort. No action be taken on biographic and industrial data until the general materials are fully assimilated into the new procedures.

14. The AD/OCD, AD/ORE, AD/OSI, and Management Officer each appoint a staff member to serve on a team which will devote full-time, if necessary, to develop and to supervise installation of new procedures inherent in these recommendations.